

ADMINISTRATIVE - INTERNAL USE ONLY

D/FBIS Chrono

18 March 1986

MEMORANDUM FOR: All FBIS Employees

STAT FROM: [REDACTED]  
Acting Director, Foreign Broadcast Information Service

SUBJECT: Preparing and Planning for the Move to Reston

STAT 1. An Agency-wide Steering Committee has been established to develop policy concerning the move of Agency components to Reston. It is chaired by Chief, Real Estate and Construction Division (RE&CD), Office of Logistics. [REDACTED] is the FBIS representative.

STAT 2. An Agency-wide Working Group has also been formed to deal directly with space and other requirements for the new buildings in Reston. It implements the policy decisions of the Steering Committee and is the primary coordinating body for the architectural and engineering (A&E) aspects of preparing the building for occupancy. It is chaired by the Deputy Chief, RE&CD. [REDACTED] is the FBIS representative.

STAT 3. In addition, within FBIS a Reston Move Committee has been created with the following membership:

Chairman

[REDACTED]

STAT 4. This Committee is the coordination point within FBIS for all aspects of the upcoming move to Reston. FBIS' activities will, in turn, be coordinated upward through the two Agency-wide bodies cited above. The FBIS Move Committee will carry out its planning and coordination responsibilities through a series of task-specific subcommittees. At present, there are three subcommittees:

STAT SIAI -The Reston Technical Transition Committee (RTTC), headed by [REDACTED] is responsible for planning and coordinating aspects of the move concerning all technical equipment handling and location in the new building, e.g., the Automation FBIS System, voice and data communication requirements, word processors, personal computers, and TV equipment.

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-The Logistics Subcommittee, chaired by [ ] will serve to supplement the work of Logistics Branch, Administrative Staff, in planning and implementing the myriad of logistical details that will be associated with the move.

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-The Quality of Life Subcommittee, chaired by [ ] will be responsible for ensuring the input into the broader planning and implementation activities of information regarding the concerns of the FBIS working population on quality of life issues. Representatives from each Group are needed to serve on this subcommittee so that it is able to keep in close touch with all FBIS employees. Please call [ ] if you are energetic and would like to help enhance the quality of life in Reston.

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Other subcommittees will be formed as the need arises.

5. Detailed space allocation plans for the new building are being developed by a commercial A&E firm in coordination with Move Committee members acting as spokespeople for the individual groups. These plans should be completed in early April; they will be made available to all FBIS personnel as quickly as possible.

6. Concerns or items of interest on the part of individuals should be brought to the attention of the appropriate subcommittee chairman, a member of the Move Committee, or the committee chairman.

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